

# CANDEO SCHOOLS

*Accrescens Fulgore*

## CANDEO MITIGATION PLAN 2020

*Revised August 19, 2020*

\*These safety measures are based on the most current information available from the Arizona Department of Health Services (ADHS), Maricopa County Department of Public Health (MCDPH) and other health and education offices.

Candeo Schools has prepared a comprehensive plan to mitigate the risk of exposure and spread of COVID-19 on both of our campuses. This document contains detailed information on safety measures and protocols for the 2020-2021 school year. Candeo Schools has utilized resources and guidance from the Arizona Department of Education (ADE), Arizona Department of Health Services (ADHS), Maricopa County Department of Public Health (MCDPH), and Centers for Disease Control (CDC) and will continue to monitor and adjust these protocols as authorized by government mandates.

### CONTAINMENT/COHORTS

#### ***CDC Guidelines & ADHS Recommendations***

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Prevent mixing of classrooms or cohorts of students.
- Stagger times for drop-off, pick-up, recreation and hallway use to avoid crowded areas.

#### ***Candeo's Plan***

##### Elementary Cohorts

- Students will report to their assigned location when they arrive at school.
- Students will remain in their assigned grade level classes throughout the day.
- To limit exposure to other students and staff, cohorts will stay together throughout the day, including for lunch, recess, and dismissal.

##### Middle School Cohorts

- Classes assigned to grade level cohorts
- Students will report to their assigned location when they arrive at school.
- To limit exposure to other students and staff, cohorts will stay together throughout the day, including for lunch, recess, and dismissal.
- Large groups of students transitioning at common times will be minimized.
- Transition times will be staggered to avoid crowded areas.

### DROP-OFF/PICK-UP PROCEDURES

#### ***Candeo's Plan***

- Candeo Schools will determine the staggered start and pick-up times in a way that best meets the safety needs and protocols and accomplishes the goal of reducing the number of students in common areas at the same time.
- Parents must stay in their vehicles during drop off and pick up. Exceptions to this include those parents who have made previous arrangements with the administration to go directly to the front office or those

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parents who choose to park and walk their child to the outside of the designated drop off gate. Parents will not be allowed inside the gate(s).

- Specific information and directions regarding arrival and departure procedures will be forthcoming for each respective campus.

## EVENTS/FIELD TRIPS

### *CDC Guidelines*

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.
- Limit group size to the extent possible.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, as possible.

### *Candeo's Plan*

- Field trips, events and large gatherings are postponed until further notice.
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.
- School-wide assemblies will not be held with students in the same physical location. Instead, Candeo Schools will hold school-wide assemblies virtually with student groups remaining in their classrooms.
- Large-scale school events such as "Meet the Teacher Night" may be held virtually or reconfigured in order to maintain social distancing and mask protocols. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means or be reconfigured following all social distancing and mask protocols.
- Extracurricular activities will be postponed at the start of school and will be re-evaluated after the first month of school.

## CLOTH FACE COVERINGS

### *CDC Guidelines & ADHS Recommendations*

- Executive Order 2020-51 requires the use of face coverings for all staff and students aged 5 years and older.
- The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.
- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Ensure proper use of cloth face coverings by educating staff and children on the proper wearing and care of their face covering when it is taken off, such as while eating.
- Exceptions are applicable under the following circumstances:
  - The individual has a medical or behavioral condition or disability and cannot wear a face covering (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance)
  - When actively eating or drinking
  - When strenuously exercising or swimming

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- When seeing to communicate with someone with hearing loss in a way that requires the mouth to be visible
- Children under two (2) years of age should not wear a face covering

## ***Candeo's Plan***

- The City of Peoria and Maricopa County have issued proclamations regarding face coverings. The Candeo Schools safety measures will adhere to stated guidelines and will be modified as needed for specific student circumstances.
- All students, staff and visitors must wear face coverings.
- Face coverings will be worn inside school buildings, anywhere on school groups, and at school related activities, whether indoor or outdoor.
- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Staff and students will be educated on the proper wearing and care of their face covering when it is taken off, such as while eating.

## FOOD SERVICES

### ***CDC Guidelines***

- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.

### ***Candeo's Plan***

- Students will continue to purchase meals through *My Hot Lunch Box* or they may bring meals from home.
- Students will eat in their classrooms, cafeteria or outside of the cafeteria, physically distanced, depending on the weather.
- If a classroom has a student with food allergies, school administration and the Student Services Coordinator will monitor and discuss appropriate accommodations.

## HAND WASHING/HAND SANITIZER

### ***ADHS Recommendations***

Teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer that contains at least 60% alcohol can be used.

### ***Candeo's Plan***

Students will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer, with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is not a sink in the classroom),
- after being outside for physical activity
- before and after snack and lunch times
- prior to leaving school for home, and
- after sneezing, coughing, or blowing the nose.

## HEALTH SCREENING PROCEDURES

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## ***ADHS Recommendations***

- Each day before leaving for school, families and staff should screen their children and/or themselves for COVID-19 symptoms or history of exposure. School staff should visually check for symptoms and/or confirm with families that children are symptom-free.
- Staff of children showing symptoms or who have had close contact with a person with COVID-19 should stay home. Sick staff members or students should not return until they have met the criteria for release from home isolation.

## ***Candeo's Plan***

Before leaving home

- A parent will check their child for any symptoms that would prevent them from attending/remaining at school. These symptoms may include:
  - Fever or chills
  - Shortness of breath or difficulty breathing
  - Muscle aches
  - Sore throat
  - Headache
  - Fatigue
  - Congestion or runny nose
  - Cough
  - Vomiting
  - Diarrhea
  - New loss of taste or smell
- Parents are responsible for screening their students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Students will have the opportunity to make up work missed due to symptoms of COVID-19.
- Teachers will have thermometers in the classroom and may take student temperatures at the teacher's discretion.

## DURING SCHOOL HEALTH SCREENINGS

### ***CDC Guidelines***

- If feasible, conduct daily health checks (e.g. temperature screening and/or symptom checking of staff and students).
- Health checks should be conducted safely, respectfully, and in accordance with any applicable privacy laws and regulations.

### ***Candeo's Plan***

- A staff member will visually check each student upon arrival.
- Any students with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the health office where parents may be contacted for pick up, with the following exceptions:
  - If the student has a runny nose and the trained staff member observes that there are no other symptoms, the staff member will contact the student's parents parent to inquire as to whether the

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student has had any other symptoms or there may have been any COVID-19 exposure in the home and if not, the student may return to class.

- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the staff member observes that there are no other symptoms, the trained staff member will contact the students parents to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, the student may return to class.
- Candeo will follow the guidance provided by MCDPH regarding the release from isolation and safe return to school for students and staff.

## INTENSIFY CLEANING & DISINFECTION

### *CDC Guidelines & ADHS Recommendations*

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infections.
- Frequent cleaning and disinfection, especially of high touch surfaces

### *Candeo's Plan*

- As part of the daily cleaning regimen, approved disinfectant will be used on all touchpoint surfaces.
- Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.
  - Classroom touchpoint areas will be disinfected daily.
  - Bathroom touchpoint areas will be disinfected twice daily.
  - High touch surfaces around campus
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Special protocols for cleaning and disinfecting areas where an individual with COVID-19 has been will be put in place.

## PLAYGROUND PROTOCOLS

### *CDC Guidelines*

Outdoor areas generally require normal routine cleaning and do not require disinfection. You should maintain existing cleaning and hygiene practices for outdoor areas.

### *Candeo's Plan*

- The number of students allowed outdoors and on playground equipment will be minimized.
- Recess times and locations will be staggered.
- Playground equipment will be disinfected on a regular, scheduled basis.

## REPORTED CASES

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## ***CDC Guidelines***

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products.
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

## ***Candeo's Plan***

In addition to following CDC guidelines for protocols regarding reporting cases, Candeo Schools will also work with guidance from Maricopa County Health.

## SHARED BELONGINGS

### ***CDC Guidelines & ADHS Recommendations***

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible, or limit the use of supplies and equipment to by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other learning aides aids.
- When supplies do need to be shared, they need to be sanitized between use by teachers or students.

### ***Candeo's Plan***

- Where possible, student belongings will be kept in individual bins or cubbies labeled with each student's name.
- When feasible, sharing of school supplies among students will be restricted. If a school supply or piece of equipment must be shared by students, it will be wiped with disinfectant after each use.

## TRAINING & SIGNAGE

### ***CDC Guidelines***

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and properly wearing a cloth face covering).
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families.

### ***Candeo's Plan***

- Communication and training, where applicable, will be provided for all employees, students and parents on the expected safety protocols
- Custom posters to promote health and safety protocols will be placed throughout campus in highly visible locations.

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## SOCIAL/PHYSICAL DISTANCING

### ***CDC Guidelines & ADHS Recommendations***

Limiting close physical interactions between individuals from different households is one way to mitigate exposure to infectious diseases. Schools should consider their ability to maintain physical distance between children to the greatest extent possible. Common examples include but are not limited to:

- Modify classroom layouts to maximize space between children
- Create smaller class sizes when possible
- Stagger schedules
- Close communal/shared spaces
- Eliminate or minimize the mixing of students

### ***Candeo's Plan***

- Students will remain with the same groupings (cohorts/grade levels) throughout the day.
- Classroom layouts will allow for social distancing as much as possible
- All desks will face the same direction rather than facing each other.
- Students will not be physically grouped to work together, unless this can be achieved with adequate social distancing.
- Fine Arts and Physical Education classes will observe classroom physical distancing and safety protocols.
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.
- Students will line up and walk spaced-apart during transitions.
- In an emergency situation arises that requires a staff member to touch a student or another staff member, resume social distancing as soon as safely possible, wash hands, and disinfect any surfaces touched.

## VENTILATION SYSTEMS

### ***CDC Guidelines***

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Do not open windows or doors if they pose a safety threat or health risk for children using the facility.

### ***Candeo's Plan***

- Change air filters on a regular schedule.
- Cleaning of HVAC system components to reduce trapped dust which may harbor germs.
- Open doors and windows safely and appropriately to provide additional circulation of outdoor air.

## VISITORS/VOLUNTEERS

### ***CDC Guidelines***

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.

### ***Candeo's Plan***

Limited visitors will be permitted on school campuses. Volunteers on campus will be postponed until further notice.

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## WHEN TO CONSIDER REOPENING

### ***ADHS Recommendations***

Local Education Agencies (LEAs) should consult with their Local Health Department in assessing if physical school buildings should reopen. Implementation of guidance issued by the CDC should be informed by what is feasible, practical, acceptable, and tailored to the needs of each community. More information can be found in Arizona's Roadmap for Reopening Schools.